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**Software Process**

**How to Create and Save a File in Microsoft Word.**

1. Open the Program.

In order to make a file in the program it must first be open. To do this there are a mirid of ways. However, our personal recommendation is to open the program through a shortcut on the desktop. If the word Icon is currently present on the desktop the only required step to open word is to double click rapidly on the icon. (When we refer to the desktop, we refer to the screen that is present when all other programs are closed or the screen that appears after the computer turns on.) However, if the icon is not currently present on the desktop there are a couple other ways to access word on your computer.

If you are using a mac (A computer that features an apple logo and usually has a chrome finish.) then all you need to do is click on the finder icon or similar text that appears at the top or bottom of your screen. After the window opens on your computer at the top right below the red green and yellow buttons you will see a blank area of white. Click within this space and then type “word”. After you finish hit the enter button on your keyboard and it will display the word icon in a list on the bigger part of the window. Double click this icon in rapid succession and it will open word.

If you have a PC (Any computer that features a four by four set of blocks that look like a single window. Often if a computer that has no apple icons it is considered a windows-based computer.) then you will have a small window at the bottom of your computer on your task bar next to the little windows icon described above. If you move your mouse (the pointy little white icon) over to this blank white window and click within it, you will be able to type. Type “word” and it will pop up another window with a list of programs. Click on the word icon (the word icon features a large W featured on a blue book) and this will open the program word.

1. Create a file.

Word is an incredibly powerful text editing software that has the capability to create nearly any type of text-based media. Some examples of files you can create with Word include creating a resume, letter, or calendar. At this point you will even see formats that will help you create some of these kinds of files. However, for our example we will be creating a letter from scratch. From here click on the blank new document and word should open a blank file for us to get started.

* 1. Create an intro.

Like a hand-written letter, a digital letter features an intro body and an outro. We will begin with our intro. To start we will choose our font. On the top of the window there should be a big blue bar that goes from either end of the program. Below this is a list of different things you can do in Word. You should see things like “File”, “Home”, and “Insert”. If the “Home” text is not underlined with a blue line, then click on the text itself. Now you should see below this line of words a lot of little icons. Below the home text you should see a small section labeled Font. Within this division there will be a box that says “Calibri” click on this text or just to the right of it you can click on the arrow to complete the same operation. (Calibri is a font that is used by word as a standard. Changing this will make the letter feel more genuine to the receiver of the letter.) From here there will be a drop down with all the different ways your text can look in Word. Select one from the drop down that suits your taste. (We recommend Times New Roman as it is easy to read). Now that the text has been changed you can click within the blank white space and type out your intro. (Your intro can be anything however the classic way to introduce a letter is to type Dear, “Insert the receiver’s name”)

* 1. Create the body.

Creating the body of the letter is the same as creating the intro. Simply press the enter button on your keyboard to navigate to the next line to create the body of your letter. If you lose track of where you wish to type, simply place your cursor on the page where you wish to type and click. If you cannot see earlier into the letter simply place your cursor onto the side of the screen. Doing this will pop up a small bar with two arrows on the top and bottom. Click on either of these arrows and the page will scroll to reveal more of the page that you have written earlier or later respectively.

* 1. Create the Outro.

Creating the outro is the same as above although it would look much better to have options of where that last line reads. For some it would be preferable to feature the outro on the right side of the page. To do this there are a couple easy steps that you can do. First click and hold on the space before your outro text and move it to the end of the outro text. You should now see the text highlighted in blue. Next navigate to the Paragraph division at the top of the program. You should see some small line icons that cover this section. On the bottom row of these icons click on the third icon from the left and this should left justify your text on the page.

1. Save the File.

Now that you have a clear letter written out you will need to save the file so that you can share it with your recipient. Newer versions of Word make this easy. Simply navigate the cursor to the top of the program and click on the little box on the left that has two boxes within it. Doing this will open another window within the program that will let you save your file.

All that needs to be done from here is two things. Tell the computer where you would like the file and what it would need to be named. First let’s focus on where to save the file. By default, word will save your file in your documents folder on your computer. If at the top of the window the word “Documents” is not present ten click on the icon labeled “Browse”. Doing this will create a window that will ask you where you want the file saved. For our example we will be saving this in the documents folder. By default, on the left side of this new window you will see multiple places to save things such as documents and pictures. If documents are not labeled here, use the scrolling technique featured earlier in this how to. When the Documents folder has been located click on it and press ok at the bottom left corner of the window.

Next, we will name the file. Within Word you will see two small white bars with text in them. The top one is the name of the document that will be saved to your computer. Click within this box and rename the file to anything that would be easy to remember. Next, we will save the file to our computer. To do this click on the little purple and white box next to the second white box mentioned earlier below where we renamed the file. And there you have it your file has now been saved.

1. Celebrate!

You now have a file that you can share! Sharing the file falls outside of the scope of this how to because many programs require different steps of opening or sharing files. However, you can now rest easy as your file is safely stored in an easy to reach location on your computer. If you require additional help with how to use word, follow step one again and instead of creating a new file click on the “Take a Tour” option.